



Administrative Policies and Procedures: 3.26

Subject:	State-funded Youth Allowances/Incentive Allowances for Juvenile Justice Youth
Authority:	TCA 37-5-105, 37-5-106
Standards:	None
Application:	To Department of Children's Services Executive Director of Finance and Program Support, Executive Director of Juvenile Justice Administration and Compliance, Executive Director of Juvenile Justice, Program Development and Management, Director of DCS Group Homes, DCS Group Home Supervisors, Youth Development Center Superintendents, Fiscal Officers and Youth in Juvenile Justice Facilities

Policy Statement:

The Department of Children's Services shall provide funds for youth allowances and/or incentive allowances for each youth in a Juvenile Justice facility.

Purpose:

To ensure procedures are established for the control and management of funds to provide youth in Juvenile Justice facilities allowances and/or incentive allowances.

Procedures:

A. Regular allowances	<p>1. Eligibility</p> <ul style="list-style-type: none">a) All youth that are in state custody and reside in a treatment facility operated by the Department of Children's Services must be provided an allowance and/or an incentive allowance. Allowances for youth residing in a contracted residential facility/program are included in the <u>Provider Policy Manual</u>.b) The allowance becomes effective the first day that a youth is included in the facility's daily roll call or count.c) Youth must not receive an allowance when on escape status or upon being transferred to another facility as part of the youth's program. <p>2. Payment</p> <ul style="list-style-type: none">a) In the Youth Development Centers (YDC), the case manager must submit a weekly allowance request to the business office at the facility for allowances to be paid. The facility business office will process the allowance request for payment. The payment will be direct deposited into the facility's youth trust fund account.
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- b) The supervisor in the DCS group home must submit form **CS-0389, Youth Allowance Request**, to the Central Office Finance and Program Support Division for payment of weekly allowances. The Central Office Finance and Program Support Division will process requests and direct deposit the funds into the DCS group home trust fund account.

3. Amount

- a) The Juvenile Justice Executive Director of Administration and Compliance or designee must annually establish the maximum weekly amount of the allowance.
- b) The Juvenile Justice Executive Director of Administration and Compliance or designee must notify the Executive Director of Finance and Program Support, each YDC superintendent and DCS group home supervisor of the established amount by memorandum.

4. Forfeiture

- a) The disciplinary committee may order that youth forfeit his/her allowance due to disciplinary actions on the part of the youth.
- b) Except when the youth's allowance is being paid as restitution, the disciplinary committee must not require forfeiture for more than six weeks.

5. Documentation - Youth Development Centers

- a) The designated trust fund custodian must maintain a weekly youth allowance/incentive allowance control sheet(s) for audit purposes.
- b) The control sheet(s) must state:
 - ◆ Youth's name,
 - ◆ Amount and type(s) of allowance(s) credited,
 - ◆ Youth's trust fund account, and
 - ◆ Date of credit.
- c) The YDC's accounts payable staff must forward the control sheet(s) to the Department of Finance and Administration, Division of Accounts, along with a voucher register, as documentation for reimbursement.
- d) After reimbursement is made and posted to the youth's account, the control sheet(s) must include a statement from the trust fund custodian of the trust fund accounts attesting that such allowance(s) has been properly credited to each eligible youth's account.

6. Documentation – DCS Group Homes

- a) Form **CS-0389, Youth Allowance Request**, must be maintained by the central office trust fund custodian and the facility supervisor for audit purposes.
- b) Form **CS-0389, Youth Allowance Request**, must contain:
 - ◆ Youth's name
 - ◆ Amount of allowance

	<ul style="list-style-type: none"> ◆ Amount of allowance requested by youth ◆ Signature of youth receiving allowance (retained only by facility supervisor) <p>7. Spending privileges – DCS Group Homes</p> <ul style="list-style-type: none"> a) Each DCS group home supervisor must establish a program whereby a youth becomes eligible to spend funds from his or her trust fund account. b) The supervisor must base a youth's eligibility to spend these funds on performance of household tasks within the DCS group home and its grounds.
<p>B. Incentive allowances for youth at youth development centers</p>	<p>1. Eligibility</p> <ul style="list-style-type: none"> a) Each superintendent may establish a program whereby youth become eligible for incentive allowances to be awarded in addition to the regular youth allowances. b) The superintendent must base youth eligibility for incentive allowances on the youth's demonstration of positive performance in specified program activities. <p>2. Payment</p> <p>In the YDC the case manager must submit a weekly incentive allowance request to the business office at the facility for allowances to be paid. The facility business office will process the incentive allowance request for payment. The payment will be direct deposited into the facility's youth trust fund account.</p> <p>3. Amount</p> <ul style="list-style-type: none"> a) The Director of Fiscal Services for Division of Juvenile Justice must annually establish the maximum weekly amount or hourly rate(s) of the incentive allowance. b) The Director of Fiscal Services for Division of Juvenile Justice must annually notify the Director of Finance and Program Support and each YDC superintendent of the established amount by memorandum. <p>4. Restitution</p> <p>The department may order that a youth pay restitution from his or her incentive allowance.</p> <p>5. Documentation</p> <p>Facility staff must maintain for audit purposes a receipt stating the youth's name and the amount paid for restitution. The receipt must be signed by the youth.</p>

Forms:[CS-0389, Youth Allowance Request](#)

Collateral documents:	<i>None</i>
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